Municipal Affairs
and Housing

List of Fact Sheets

relating to

Heritage Property Designation

The items checked off below are enclosed for your information.

Municipal Designation Information Series Fact Sheets:

√ "1" Preserving Heritage Sites

√ "2" Initiating the Designation Process

√ "3" Notice of Intention to Designate

√ "4" Designation Bylaws

√ "5" Municipal Heritage Property Checklist

√ "6" Federally Controlled Properties

√ "7" Extent of Municipal Designation

Other Information:

√ Rights and Responsibilities of Owners

√ Rights and Responsibilities of Municipalities

Acid-free Paper

Saskatchewan
Municipal Affairs,
Culture and Housing

Municipal Designation
Fact Sheet: 1

102-04954/

Preserving Heritage Sites

Protecting the Past for the Future

Throughout Saskatchewan there are many physical remains of our province's heritage. These remains, whether of interest for their architectural, historical, cultural, environmental, archaeological, palaeontological, aesthetic or scientific value are protected by **The Heritage Property Act** *and help to document the province's beginnings and continuing development.*

Significance to the Community:

A community should consider all aspects of its heritage when determining which sites have potential for designation and public recognition. It is the physical remains of our past which now represent the heritage importance to the community.

Often a building or structure is associated with an important person or event in the historical development of the community, or may be of exceptional architectural or engineering design. Such structures are often recognized as local landmarks. Other sites may be less elaborate, but are important because they are typical of the area or of an era in the community's past.

Primarily underground features are archaeological or palaeontological heritage resources. A palaeontological site shows fossilized evidence of ancient animal and plant life in the area. Archaeological sites are associated with both historic development and with prehistoric native habitation of the area. Although more difficult to recognize than buildings, these resources are no less important to the heritage of the community.

The natural and developed landscape or vegetation may also be of major significance to the community. These sites, as well, may be worthy of protection through designation as heritage property.

Threatened Existence:

Active land development has occurred in Saskatchewan primarily during the last century. This development has resulted in the loss of many remnants of our natural, native and pioneer heritage. Even with the loss of some resources, many vital historic resources and sites are still in existence and accessible.

Modern technology, which allows for rapid large-scale redevelopment, can endanger or destroy a heritage resource in a very short time. A current attitude that newer is better and that our past does not matter, can further threaten the existence of many sites and resources.

Preserving Heritage Sites:

Once the remnants and evidence of the past are destroyed, all the knowledge associated with them may be lost. Full documentation of sites and resources before they are destroyed preserves the information but does not provide the experience and emotions that form an integral part of the resource. With passage of *The Heritage Property Act* in 1980, the potential loss of heritage resources could be halted through the formal designation of sites as heritage property.

Application of this designation process provides a recognition for sites of heritage significance and a measure of protection for the existence and heritage character of a site. The designation process allows municipalities to designate Municipal Heritage Property [to protect individual sites] and Municipal Heritage Conservation Districts [to protect a number of sites within a specified region]. As well, the provincial government may designate individual sites as Provincial Heritage Property.

For details of the steps to initiate designation and the legal designation procedures required by *The Heritage Property Act*, see Municipal Designation Fact Sheets numbers 2, 3, 4 and 5.

NOTE

This Fact Sheet is for general information only. Please consult *The Heritage Property Act* (available at cost from the Queen's Printer) for specific details concerning the protection and designation of heritage property.

For more information on the designation process, please contact:

Registrar of Heritage Property
Community Support Services Branch - Heritage Office
Saskatchewan Municipal Affairs, Culture and Housing
430 - 1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V7

Telephone: (306)787-2105 Facsimile: (306)787-0069

Saskatchewan
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Initiating the Designation Process

Recognition of Heritage Significance

The Heritage Property Act *allows for the designation of any property in Saskatchewan deemed to be of heritage significance. At the local level the authority to designate rests with rural municipalities and with urban municipalities which are villages or larger.*

Potential for Designation:

The Heritage Property Act [Section 2(i)(iii)] states that a heritage property is "any property that is of interest for its architectural, historical, cultural, environmental, archaeological, palaeontological, aesthetic or scientific value". Any particular site might have "value" for a single reason or may have "value" for a number of reasons spanning any of the noted values.

Determination of the potential for designation may be the result of a review of one site's individual significance or a comparison of the importance of several sites' history, associations and the knowledge they provide. Municipalities may review sites on an individual basis as requests are received, or might research and inventory potential sites specifically to choose sites for designation.

Starting the Process:

The process of designation may be initiated by a request to the municipality from a property owner, community group or interested party. A proposal for designation may also be internally generated within the municipal administration. If a Municipal Heritage Advisory Committee has been established in the community, designation might be proposed to the municipal council by the Committee.

Any request for designation will be reviewed by the municipal administration, in consultation with the Municipal Heritage Advisory Committee [Section 11(2)(a)], with a recommendation whether or not to designate made to the municipal council. Review of the proposed designation considers any designation or heritage significance criteria that the council and/or Municipal Heritage Advisory Committee may set.

Physical Extent of Designated Property:

The legal process of municipal designation places controls on the land specified in a designation bylaw. The designation thereby applies to the land, structures, landscaping and all other fixed site features found on the property [Section 2(p)]. It is recommended that the area designated not be larger than necessary to adequately protect the historic, prehistoric, or nature resources of the site.

It is often easiest to utilize existing parcels of surveyed land to define the property being designated. In urban municipalities surveyed lots and blocks determine the extent of the designation, while in rural municipalities river lots, sections, quarter sections, and legal subdivisions are generally used. If it is necessary to define a smaller parcel of land, the property may be subdivided or surveyed to generate a metes and bounds land description.

Owner Participation in Designation:

The owners of a potential Municipal Heritage Property should always be consulted and advised throughout the designation process. They may have requested that their property be designated as heritage property, or might have been notified that such a request was initiated by a community group or interested party.

As well, legal notification of the designation process is required to be made to the owners of a property at the various steps in the procedures. Designation, and the intention to designate, are registered on the certificate of title for the property and serve as a permanent notice to potential or future owners.

Legal Designation:

Once it has been determined that a site has potential for designation, the municipal council may then debate whether or not to proceed. If the council decides not to proceed with designation, the matter may be tabled for future consideration or for further review and study, or the proposal may be rejected.

If the council is in agreement with the proposed designation, a resolution will be passed to begin the legal designation process leading to consideration of a designation bylaw. The municipal administration will provide the legal documentation and processing required by *The Heritage Property Act*.

For details of the legal designation procedures required by *The Heritage Property Act* see Municipal Designations Fact Sheets numbers 3, 4 and 5.

NOTE

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Saskatchewan
Municipal Affairs,
Culture and Housing

Notice of Intention to Designate

Designating Municipal Heritage Property

Once a municipal council has decided to proceed with the designation of a site as Municipal Heritage Property, the procedures required by ***The Heritage Property Act*** *come into effect. Notification of the intention of the municipality to designate is the first step in the formal process.*

Notifying the Owner:

The owner of a property that is proposed for designation should be kept advised informally throughout the process. This is especially true if a group or agency other than the owner has proposed the designation. Once the municipal council has resolved to proceed with designation, the municipal administrator formally advises the owners and Registrar by issuing the *Notice of Intention to Designate* [Section 11(2)(b)].

The *Notice* is served on every "owner" of a property - meaning any "person who has an estate or interest in the property as shown on the certificate of title" [Section 2(n)(i)]. As well, the *Notice* is served on the Registrar of Heritage Property who has been appointed "to receive notices, bylaws and orders" on behalf of the Minister responsible. [Section 3(1)(e.1)]. "Served," as used above, means to deliver personally or by registered mail [Section 74(1)]

Contents of the Notice:

The *Notice* will be in a form which includes the names and full mailing addresses of all owners and interested parties as shown on the certificate of title for the property. *The Land Titles Act* requires that owners notify the appropriate Land Titles Office if there is any change in address, but care must be taken to ensure that the most up-to-date addresses of the owners and interested parties are determined.

In addition, the *Notice* will include the full legal name of the municipality, the common name of the site (as applicable), the full legal description (as shown on the certificate of title) and the civic address (if within an urban municipality) or direction and distance from the nearest urban community (if a rural site). The reasons for the designation will also be included, as will a statement regarding the process for objecting to the proposal.

Public Notice and Registration:

The Heritage Property Act requires the municipality to publish the *Notice* "in at least one issue of a newspaper in general circulation in the community" [Section 11(2)(c)]. Publication, besides publicizing a (usually) upbeat and positive event, also provides the opportunity for anyone, not just the property owner, to object to a proposed designation.

The permanent application of the *Notice* is achieved through its registration on the certificate of title as required by *The Heritage Property Act* [Section 11(2)(d)]. Once registered, it remains in effect until explicitly discharged. The appropriate Land Titles Office should be contacted concerning any questions about the costs, procedures and process of registration.

Time Frames:

The Heritage Property Act requires that all of the necessary services, publication and registration of the *Notice of Intention to Designate* described above be completed before the required minimum waiting period begins. The waiting period is a minimum of thirty (30) days [Section 12(1)] during which the council may withdraw the bylaw [Section 11(3)]. Objection to the bylaw must be served at least three days prior to voting on it [Section 13(2)].

Once the waiting period has elapsed and assuming no objection has been registered, the municipal council can proceed to vote on the designation bylaw at any time. The 30-day waiting period is a *minimum* length of time, however. The designation process should be completed or otherwise resolved within 120 days from the date of issue of the *Notice* since the owner's freedom to modify the property is restricted for that period [*see below*].

Results of Notification:

The issuing of a *Notice of Intention* by a municipal council provides protection to the site for 120 days following the date of issue [Section 23(1)(b)]. During that 120-day period, the owner of a property is allowed to make modifications or improvements only with the written approval of the municipal council [Section 23(1)] or its delegates as prescribed in *The Heritage Property Act* [Section 23(5)].

During the period of protection by the *Notice of Intention*, the owner of the property may apply [Section 23(2)] to the council or its delegates with detailed information of the nature of the proposed work, the expected outcome and any other information required by the council [Section 23(3)]. A decision will be served on the applicant within thirty 30 days [Section 23(4)].

For more details about the designation bylaw contents and other procedures required by *The Heritage Property Act* see Municipal Designation Fact Sheets 4 and 5.

NOTE

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For more information on the designation process, please contact:

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Saskatchewan
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Designation Bylaws

Designating Municipal Heritage Property

Once the required public notification process has been completed and 30 days have passed, the municipal council may then proceed with the review, reading and passage of the designation bylaw. The bylaw is required by ***The Heritage Property Act*** *and provides for the legal implementation of designation.*

Contents of the Bylaw:

The bylaw must contain an accurate legal description of all the property to be included in the designation [Section 12(2)(a)]. Unless a smaller parcel of property is being designated, the legal description should be stated exactly as it is found on the certificate of title.

In an urban municipality, the civic address of the property must be stated [Section 12(2)(b)]. In a rural municipality the location of the property in terms of distance and direction from the nearest community should be used.

The designation bylaw should describe the notification process to that point in time and that no objection to designation was raised. The reasons for the designation must also be included in the designation bylaw [Section 12(2)(d)]. These provide statements of the heritage value and significance of the property. As such, they justify the designation in terms that, it is hoped, future municipal councils and owners of the property will appreciate and respect.

Notifying the Owner:

The owner of the property has previously been provided with a *Notice of Intention to Designate* not less than thirty (30) days before the municipal council is to consider and vote on the designation bylaw.

Designation cannot proceed if anyone registers an objection to the proposed designation [Section 13]. Upon receipt of an objection, council may withdraw the bylaw or refer the matter to the provincial review board [Section 13(3)]. If the bylaw is withdrawn, the owners are to be notified [Section 13(4)(c)i].

If there is no objection and the bylaw has been passed, the owners are formally advised of the designation by being served with a *Notice of Designation* [Section 12(3)(b)].

Public Notice and Registration:

The proposal to designate the property has previously been made public by publishing the *Notice of Intention to Designate*. No further public notice is required by *The Heritage Property Act* and the designation comes into effect once the bylaw is passed.

To complete the process, however, the designation must be registered on the certificate of title [Section 12(3)(c)]. This is achieved by registering the *Notice of Designation* at the appropriate Land Titles Office (and this discharges the original *Notice of Intention)*. As well, a certified copy of the designation bylaw is served on the Registrar of Heritage Property [Section 12(3)(a)].

If there is an objection and the bylaw is withdrawn, none of this occurs but the *Notice of Intention to Designate* remains attached to the certificate of title. Therefore, the municipal administrator must discharge the *Notice of Intention* at the Land Titles office in such instances [Section 13(4)(a)].

If There is an Objection:

Anyone (not just the owner) may serve the council with an objection to the heritage designation of a property. It must be served at least three days prior to the meeting where council considers and votes on the designation bylaw [Section 13(2)]. If council chooses not to withdraw the bylaw in response, it must refer the matter to the Saskatchewan Heritage Property Review Board [Section 13(3)]. This body is convened for an advertised public hearing and consideration of the matter [Section 14]. The Board should produce and distribute a report with recommendations within 30 days of the hearing but may take longer [Section 15].

When council receives and considers the report of the review board, it may either pass the designation bylaw (the objection and review board report notwithstanding), modify it or withdraw it [Section 16(1)]. If the bylaw is modified in such a way that property is removed from the bylaw or the bylaw is withdrawn, the *Notice of Intention* must be discharged at the Land Titles Office and the owners, registrar and the party who objected must be notified [Sections 16(2) and 16(3)].

Time Frames:

The Heritage Property Act [Section 12(1)] requires that all of the required services, publication and registration of the *Notice of Intention to Designate* [as set out in Section 11(2)] be completed not less than thirty (30) days before passing of the designation bylaw. Any objection to the proposed designation will, of necessity, prolong the waiting period.

The *Notice of Intention* provides protection to the site for 120 days following the date of issue [Section 23(1)(b)], so it is advisable to finalize designation within that period. If designation is not completed within the 120 day period, legal protection provisions expire; however, all notices and registration provisions remain in effect [Section 23(7)].

Results of Designation:

By designation as a heritage property, a site has conferred on it by municipal council permanent protection and recognition. The owner of a property may make modifications or improvements to the property but only with the written approval of the municipal council [Section 23(1)] or certain delegated authorities as specified in Section 23(5) of the Act.

The owner of the property must make application to the council [Section 23(2)] with detailed information of the nature of the proposed work, the expected outcome and any other information required by the council [Section 23(3)]. A decision on the application must be served on the owner within thirty 30 days of submission [Section 23(4)].

NOTE

This Fact Sheet is for general information only. Please consult *The Heritage Property Act* (available at cost from the Queen's Printer) for specific details concerning the protection and designation of heritage property.

For other information on designating Municipal Heritage Property, please contact:

Registrar of Heritage Property
Community Support Services Branch - Heritage Office
Saskatchewan Municipal Affairs, Culture and Housing
430 - 1855 Victoria Avenue
Regina, Saskatchewan
S4P 3V7

Telephone: (306)787-2105 Facsimile: (306)787-0069

Saskatchewan
Municipal Affairs,
Culture and Housing

Municipal Heritage Property Designation Checklist

Community _____

Site Name _____

Address or Legal Location _____

Action	*Date Taken*
1. The request to designate is received or internally generated:	_____
a. the request is referred to the Municipal Heritage Advisory Committee, if council has established one, for advice.	_____
2. Council discusses the designation proposal and passes a resolution to issue a *Notice of Intention to Designate* a Municipal Heritage Property.	_____
3. The municipal official does all of the following things not less than 30 days before consideration of the designation bylaw by council:	
a. sends a letter and *Notice of Intention to Designate* to the site owner(s), and;	_____
b. sends a copy of the *Notice of Intention to Designate* to the provincial Registrar of Heritage Property, and;	_____
c. registers the *Notice of Intention to Designate* with the nearest Land Titles Office, and;	_____
d. publishes the *Notice of Intention to Designate* in at least one issue of a newspaper with general circulation in the municipality.	_____
_____ *(name of newspaper; date and page number where Notice was published)*	
4. **Note**: no one may alter the affected property or its fixtures for 120 days from the date of a *Notice of Intention to Designate* without written permission from council.	_____
5. [redacted] proposed designation, skip Steps 5 to 10a and go to Step 10b.	
Anyone may serve an objection to a proposed designation on council at least three days prior to the bylaw vote.	_____ *(date of objection)*
6. Council:	
a. withdraws the *Notice of Intention to Designate*, **OR**	_____
b. refers the objection to the Saskatchewan Heritage Property Review Board	_____

Action	*Date Taken*
7. If the *Notice of Intention to Designate* is withdrawn, the municipal official:	
a. notifies the site owner(s) and applicant(s),	_____
b. notifies the provincial Registrar of Heritage Property,	_____
c. discharges the *Notice of Intention to Designate* with the Land Titles Office.	_____
8. If the appeal proceeds, the Saskatchewan Heritage Property Review Board meets to review the proposed designation.	_____
9. The Saskatchewan Heritage Property Review Board submits a report.	_____
10. Council discusses the Saskatchewan Heritage Property Review Board recommendation and:	
a. withdraws the *Notice of Intention to Designate* (*complete #7 above*), **OR**	_____
b. **passes the bylaw designating the site.**	_____ *(date of passage)*

[redacted]

11. The municipal official serves a *Notice of Designation* on:	
a. the site owners(s),	_____
b. the Land Titles Office. This discharges the earlier *Notice of Intention.*	_____
12. The municipal official serves a certified copy of the bylaw on the Registrar of Heritage Property.	_____

13. The municipal official enters the designation in the Register of Municipal Heritage Property for: _____.
(name of municipality)

_____

NOTE

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Saskatchewan
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Municipal Designation
Fact Sheet: 6

Federally Controlled Properties

Designation as Municipal Heritage Property

Municipalities should be aware that protective aspects of provincial legislation [*The Heritage Property Act*] do not apply to federally owned properties, to property owned by federally chartered organizations (i.e., Canada Post and railways), or to federally controlled operations (i.e., grain elevators). However, negotiations to preserve a number of sites have proven successful.

In the case of railway structures, a number of communities have initiated designation and have been able to complete the process with the approval of the railway company. In some cases, the railway structure has been required to be removed from the railway property, either by demolition or by moving to another site. On occasion a railway company has objected to a proposed designation, but has agreed to allow the structure to remain on its original site.

Grain elevators are commonly owned by a elevator company, but are located on railway owned land. The agreement between the elevator company and the railway often requires that the elevator be physically removed when, or if, its operation is ceased. Preservation of elevators requires the agreement of the elevator company, as the owner of the structure, and the railway, as owner of the land.

In the case of abandoned rail lines, closure of an elevator may occur in advance or concurrently. The land, owned by the railway company, and the elevator, owned by the elevator company, might be transferred to the municipality or other party at that time. Once the property and elevator is owned by a non-federally chartered organization, designation can proceed as for any other privately or publicly owned site.

November 1998

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Saskatchewan
Municipal Affairs,
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Municipal Designation
Fact Sheet: 7

Extent of Municipal Designation

Suggestion For Agreement Between Parties

Prior Approval for Restoration and Maintenance:

There often appears to be some confusion regarding the owner's rights and the requirement for permission from the municipality before any work can be performed. It is recommended that the municipality enter into an agreement with the site owner whereby only work on certain portions of the designated structure require prior approval. Certain general statements regarding requirements for approval can be included in the designation bylaw, but specific requirements are often best stated in a separate agreement.

a. Inclusion/Elimination of Building Components -

Before any agreement can be reached, the municipality must decide the reasons why the designation is proposed. If it is the architectural style of the building exterior, and there are no significant interior features, the municipality might consider agreeing to eliminate the interior from the requirements of designation.

If, however, there are certain interior features which are significant (such as a fireplace, banister, *et cetera*), these can be specifically included in the designation while the rest of the interior is eliminated.

b. Elimination of Normal Maintenance Procedures -

Whatever specific features are included in or excluded from the requirements of designation, it is suggested that the municipality agree to eliminate normal maintenance procedures from the requirement for prior approval.

The procedures identified as normal maintenance (such as replacing broken glass, painting, *et cetera*) can be listed specifically or by example.

c. Advantages of Restoration/Maintenance Agreements -

Entering into an agreement to eliminate certain features and activities from the designation requirements could potentially reduce the work load of the municipal council and staff, as well as the property owner. An agreement can be to the advantage of both parties.

Without an agreement regarding the requirements for restoration and maintenance, the property owner would be required to prepare written requests for any alterations, restorations, repairs or other work that the owner wishes to perform, and the municipality would need to consider these requests and issue written permission.

Elimination of Extraneous Structures/Site Features from Designation Requirements:

The process of designating Municipal Heritage Property actually designates the land to which the designation documents refer. The land designation then in effect, designates all structures and site features on the property, not just the structure mentioned in the designation bylaw. All structures and site features on the property are then subject to the requirement for prior approval before performance of any work.

If no structures or site features other than the main structure are required to be subject to the requirements of the designation, then the requirements of designation can be specified as applying only the main structure. The bylaw can include a statement to that effect, or, when an agreement is negotiated between the municipality and the owners, reference can be made restricting the requirements to the main structure only.

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RIGHTS AND RESPONSIBILITIES OF OWNERS

Under *The Heritage Property Act*

- **right** of ownership	2(n.3)
- **right** to object to proposed designation	13(1)
- **responsibility** to submit written objection on time	13(1),(2)/19(1),(2)
- **right** to make presentation to Saskatchewan Heritage Property Review Board hearing	14(3)
- **right** to object to designation/amendment/repeal/decision made after review by Saskatchewan Heritage Property Review Board	16(4)/20(4)/25(4)
- **responsibility** to follow regulations regarding second [subsequent] objection	16(4)/20(4)/22(2)/25(4)
- **right** to object to proposed amendment/repeal	19(1)
- **right** to object to passed designation	21(1)
- **responsibility** to follow regulations regarding submission of written objection to passed designation	21(1), (2)
- **right** to do work to property or property components subject to approval	23
- **responsibility** to apply in writing for approval to do work to property or property components as required	23(2)
- **right** to demolish property or property components subject to approval	24
- **responsibility** to apply in writing for approval to demolish property or property components as required	24(2)
- **right** to appeal denial of application to do work or demolish	25(1)
- **responsibility** to serve notice in writing of appeal	25(1)
- **responsibility** to update ownership information on certificate of title	26(1)?
- **right** to apply for any form of assistance provided by a municipality subject to availability	28(a)

...2

-	**responsibility** to follow criteria and procedures for designation	28(c)
-	**right** to enter into agreements with the municipality for the preservation and interpretation of heritage property	28(d)(ii)
-	**right** to apply to alter or demolish property which is not designated but may be of interest for designation	28(e)
-	**right** to not be denied approval for alteration or demolition of property of interest for designation for more than 60 days without intiation of designation	28(e)
-	**responsibility** to allow erection of placques or other interpretation on property	28(h)
-	**right** to appeal stop order within 14 days of issue	29(3)
-	**responsibility** to conform to registered covenants or easements	30(b)
-	**responsibility** to not neglect or not fail to maintain designated property	31(1)
-	**responsibility** to undertake specific repairs or measures to preserve the property as ordered by council	31(1)
-	**right** to receive 14 days notice of council to issue maintenance order	31(2)
-	**right** to object to intention to issue maintenance order	31(3)
-	**responsibility** to submit written objection on time	31(3)
-	**responsibility** to pay costs of ordered repair/maintenance	31
-	**responsibility** to pay costs and interest on costs of ordered repair/maintenance if performed by municipality	31(9)(c)/(d)
-	**responsibility** to pay outstanding repair/maintenance costs and interests out of proceeds of property sale	31(10)
-	**right** to have caveat for outstanding costs and interest discharged on payment in full	31(11)
-	**right** to be informed of decision to modify/withdraw maintenance order	32(b)

...3

RIGHTS AND RESPONSIBILITIES OF OWNERS

- **right** to receive reasonable notification of inspection of designated property or proposed designated property — 34(1)
- **right** to authorize/refuse inpection of designated private dwelling or proposed designated private dwelling subject to requirements/restrictions — 34(2),(4),(5)
- **responsibility** to not obstruct inspection and to not conceal/destroy relevant materials/features subject to requirements/restrictions — 34(2),(3),(5)
- **right** to authorize/refuse subsequent designations — 35

RIGHTS AND RESPONSIBILITIES OF MUNICIPALITIES

Under *The Heritage Property Act*

-	**responsibility** to keep register / make available to the public	9(1), (4)
-	**right** to charge fee for copies of register [by bylaw]	9(4)
-	**right** to establish Municipal Heritage Advisory Committee [MHAC]	10(1)
-	**right** to appoint MHAC members	10(2)
-	**right** to establish joint MHAC	10(3)
-	**right** to designate Municipal Heritage Property	11(1)(a)
-	**right** to designate Municipal Heritage Conservation Districts	11(1)(b)
-	**responsibility** to consult with MHAC prior to designation, amendment or repeal	11(2)(a)/17(2)(a)
-	**responsibility** to perform notification/registration of intention prior to designation	11(2)(b) to (e)
-	**right** to withdraw intention to designate	11(3)/13(3)(b)/16(2)
-	**responsibility** to perform notification/discharge when withdrawing intention to designate	11(3)(a) to (c)/13(4)/16(2)(a) to (c)
-	**right** to set guidelines for preservation and development	11(4)
-	**right** to pass designation bylaw	12(1)
-	**responsibility** to perform notification/registration of designation	12(3)
-	**responsibility** to review objections/appeals and advise objector/applicant of actions	13/19/21/22/25/31
-	**right** to refer objections/appeals to Saskatchewan Heritage Property Review Board	13(3)(a)/19(3)(a)/21(3)(a)/25(2)/31(4)
-	**right** to make presentation to Saskatchewan Heritage Property Review Board hearing	14(3)
-	**responsibility** to review Saskatchewan Heritage Property Review Board report	16(1)/20(1)/22(1)/25(3)/32

...2

- **right** to modify/withdraw proposed designation, amendment or repeal 16(3)/20(1)(b),(3)
- **responsibility** to perform notification/discharge/registration of modifications to designation 16(3)(a) to (c)/20(3)(a) to (c)
- **right** to amend or repeal designation bylaws 17(1)/20(1)(a)/21(3)(b)
- **responsibility** to perform notification/registration of intention prior to amendment/repeal 17(2)(b) to (e)
- **responsibility** to perform notification/discharge/registration of amendment/repeal 18(3)
- **right** to withdraw intention to amend/repeal 19(4)/20(2)
- **responsibility** to perform notification/discharge when withdrawing intention to amend/repeal 19(4)(a) to (c)/20(2)(a) to (c)
- **right** to control work done on property or property component 23
- **right** to delegate control of work to other municipal agency 23(5)
- **responsibility** to review and approve/deny application for approval of work to be done to property and property components 23(4)
- **right** to control demolition of property or property component 24
- **responsibility** to consult MHAC and to review and approve/deny application for approval of demolition of property and property components 24(3)
- **right** to uphold or reverse appealed decisions 25(3)
- **right** to be informed of change of ownership and ownership information for a designated property 26(1)
- **right** to delegate powers regarding designation to another municipality 27
- **responsibility** to delegate powers regarding designation by annual bylaw 27
- **right** to provide any form of grant, loan, tax relief or other assistance with respect to heritage property development or appreciation 28(a)
- **right** to annually budget for municipal heritage conservation and assistance 28(b)

...3

-	**right** to establish criteria and procedures for designation	28(c)
-	**right** to enter into agreements for co-ordination, preservation, study interpretation and promotion of appreciation of heritage property	28(d)
-	**responsibility** to receive Minister's written approval for such agreements with the governments of Canada, other provinces, other countries or states	28(d)(i)
-	**right** to deny application for alteration or demolition of sites that may be of interest for designation	28(e)
-	**responsibility** not to delay approval of such applications for more than 60 days without initiating designation	28(e)
-	**right** to acquire covenants or easements relating to heritage	28(f)/30
-	**right** to acquire or dispose of heritage property	28(g)
-	**right** to erect plaques or other interpretation on designated properties	28(h)
-	**right** to issue temporary stop orders to prevent damage or destruction of heritage property	29(1)
-	**responsibility** to issue stop orders for no longer than 60 days and to investigate salvage, recording, excavating, designation or alternatives to damage or destruction	29(2)
-	**right** to make representation to court regarding appeal of stop order ?	29(3)?
-	**right** to cancel stop orders	29(4)
-	**responsibility** to register covenants or easements on title of property	30(a)
-	**right** to assign enforcement of covenant or easement to other individual	30(c)
-	**right** to issue order for owner of designated property to undertake specific repairs or measures to preserve the property	30(1)/(5)
-	**responsibility** to give owner 14 days notice of intention to issue maintenance order	31(2)
-	**responsibility** to allow minimum of 90 days for compliance with maintenance order	31(6)

...4

- **right** to perform ordered repair/maintenance if not performed by owner during term of order — 31(7)
- **responsibility** to assume costs for performed ordered maintenance if performed by municipality — 31(8)
- **right** to charge costs and interest on costs to owner for performed ordered maintenance performed by municipality — 31(9)(c),(d)
- **responsibility** to provide owner with at least once per year with statement of costs and interest owing — 31(9)(d)
- **right** to interest in the property and to register caveat on property for outstanding costs and interest — 31(9)(b)
- **right** to have outstanding costs and interest paid in full out of proceeds if property sold — 31(10)
- **responsibility** to discharge caveat for outstanding costs and interest when paid in full — 31(11)
- **right** to modify/withdraw maintenance order — 32(a)
- **responsibility** to inform owner of decision to modify/withdraw maintenance order — 32(b)
- **right** to receive 30 days notice of owner's intention to sell property — 33
- **right** to inspect designated property or proposed designated property subject to requirements/restrictions — 34(1),(2),(5)
- **right** to authorize inspection of designated property or proposed designated property subject to requirements/restrictions — 34(1),(2)
- **right** to apply for judicial order to inspect designated property or proposed designated property on refusal of authorization by owner — 34(4)
- **right** to designate any property more than once subject to requirements/restrictions — 35
- **responsibility** to receive written permission of owner prior to subsequent designations — 35